

The accredited security level of this system is: ~~TOP SECRET//SI~~

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# Publications Review Board

"Helping You Honor the Oath"

## (U) FAQs

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## ***Review Process***

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**(U) How do I submit a document for prepublication review?**

(U) Follow the instructions founds [here](#).

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**(U) Can I submit a document on behalf of someone else?**

(U) In certain cases, spouses or COTRs/program managers may submit documents for review if the author does not have system access. Otherwise, individuals should submit their documents directly to PRB.

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**(U) How long will my review take?**

~~(U//FOUO)~~ (U) The length of each review depends on many factors, including the length and complexity of your document(s), your current and past cover status, coordination with other Agency components or government agencies, and the total volume of submissions the PRB receives. Per AR 13-10, we ask that all submitters allow for up to 30 days for each review, although shorter and time-sensitive documents are usually reviewed more quickly. Providing a specific deadline with your submission will help the PRB prioritize our workload. Please note that the PRB operates during standard business hours, M-F.

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**(U) How does the process work?**

(U) The basic PRB process works as follows (individual cases may vary):

1. PRB receives your submission.
2. PRB will send an email confirming receipt of your submission. Please note that due to volume, it may take up to two business days for us to acknowledge each

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submission. If you have not received confirmation within this time, feel free to check with us to ensure that it was received. We may ask you to provide additional information before proceeding with the review.

3. Your document(s) are reviewed by PRB staff reviewers, Board member SMEs, and reviewers from other offices and agencies as needed. Each document is vetted by multiple individuals.
4. Once the review is complete, the PRB sends a final response to the author, which may include an approval or objection with required edits.

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**(U) Do my documents have to be in a specific format?**

(U) We strongly prefer that you submit your documents as MS Word, PowerPoint, or PDF files for ease of editing, though we understand that this may not be possible in all cases. If submitting via AIN, do not submit your documents using links from file sharing services such as Dropbox or GoogleDocs – we cannot access these. Please submit as a single file attachment when possible.

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**(U) Can you email me at home?**

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(U) The PRB has an unclassified email address that is available to overt staff and open contractors  For security reasons, we prefer submissions be sent from a classified system whenever possible. If you wish your completed review to be sent to an address other than the source of your original submission, please clearly indicate that to us in writing. Please note that documents returned on the AIN may have formatting altered due to file conversion restrictions.

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**(U) Can I draft my documents and submit them from home?**

(U) We strongly prefer that you prepare documents on a classified system before submission whenever possible. You are, however, free to draft documents on your home computer, being mindful to not include classified information.

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**(U) My document is at home. How do I get it to PRB?**

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(U//~~FOUO~~) If you have an AIN account, the easiest way to transfer a document onto iCE is to download it to the AIN via unclassified email and use GLIDE to transfer it to iCE. If you do not have access to the AIN, bring a hard copy of the document to work, locate a scanner/digital sender (located in most buildings), and scan the document to CWE/iCE. You may also re-type your document in iCE. Please note that the PRB will not transfer documents unless required as part of the review process.

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**(U) The PRB sent me my approved document at work. How do I get it home so I can use it?**

(U) Unless otherwise indicated, the PRB will send your completed review to the address from which it was sent. If you have access to the AIN, locate a scanner to move the approved document (with edits completed) to the unclassified network. If you do not have access to AIN, simply print out the approved document with the edits made and scan a copy at home.

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**(U) I have experience with multiple IC/government agencies. Do they need to review my documents too? Do I have to submit my document to all of them separately?**

(U//~~FOUO~~) You are responsible for fulfilling any secrecy and prepublication obligations you may have with other IC or government agencies and organizations (all of which have slightly different policies). If you have service with more than one organization, please clearly indicate this on your document and in the submission email, if necessary. We will coordinate our review with all applicable OGAs and include the result of those reviews in our final decision. Individuals currently at NRO should submit their documents through their home organization. Sometimes coordination may not be necessary depending on the content of the documents.

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**(U) Will my supervisor, program manager, or COTR read my document?**

(U) Except when needed to confirm contract information or provide necessary subject matter expertise, supervisors, program managers, and COTRs are not involved in the resume review process. Supervisors will be alerted when manuscripts are submitted for review, and appropriate SMEs in the directorates may be consulted, depending on the contents of the submission.

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## Cover

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(U) I'm currently under cover. Does this affect the review process?

(U//~~FOUO~~) The basic process for cover resume reviews is as follows: (b)(3) CIAAct  
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1. PRB receives a cover resume submission.
2. PRB forwards the document to the , which conducts a cover-consistent review (individuals are welcome to submit cover resumes to  directly to skip this step).
3. Upon completion of their review,  forwards the edited document back to PRB.
4. PRB conducts pre-publication review of the cover document(s).
5. PRB sends final approval to the author.

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**(U) Why is my review taking so long?**

Also check to be sure that you received an acknowledgement of your request. If you have not received this within 2 business days, it is possible that the PRB did not receive your submission.

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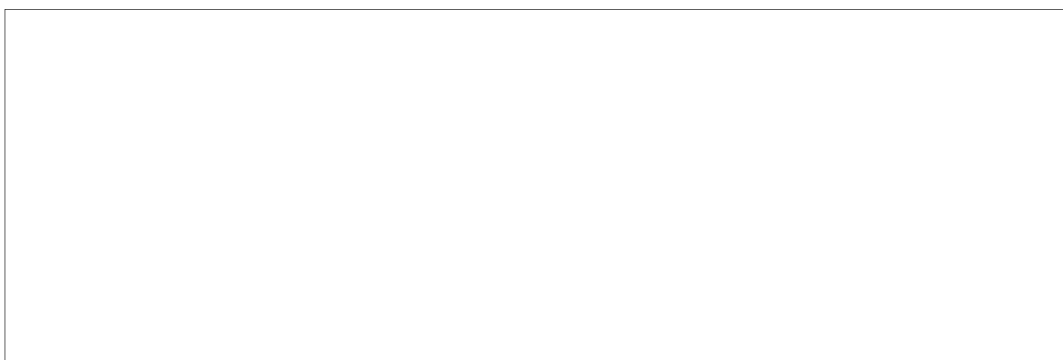
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### ***Retirement***

#### **(U) I'm retiring soon. How does prepublication review affect me?**

(U//~~FOUO~~) Your secrecy and/or non-disclosure agreement and prepublication review obligations are *life-long*. This means that you must still submit applicable material to the PRB before publication (the sharing information with others), even after you retire or separate from the Agency. Before your separation date, please ensure that you have the PRB's contact information and are familiar with submission procedures. Submitting a resume to the PRB is a regular part of the Agency's Career Transition Program. For more information, please review AR 13-10.

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#### **(U) How far in advance of retirement do I need to submit my resume?**

(C//CIA-IUO//NF) We recommend that you submit your resume at least 30 days before your separation date.

Please be aware that PRB staff may need to contact you during the review process, so let us know if you will not be on the system during this time.

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**Contractors****(U) I'm a contractor. How does prepublication review work for me?**

(U//~~FOUO~~) The PRB's submission process is the same for everyone, though there are a few minor differences for contractors in the review itself. You may submit your documents using the PRB's unclassified email address *only* if you are on an  (b)(3) NatSecAct contract. Be sure to include your program manager/COTR's name  in with your submission, as this allows us to verify the sterility code of your contract. Be aware that certain content in your submission may be treated slightly differently than for staff due to the nature of your contract.

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(b)(3) NatSecAct (U) I'm working on a  contract. Is the process different for me?

Contract SMEs are also consulted for reviews on resumes referring to sensitive contracts.

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(U) In most cases, a re-compete requires resumes to be shared outside the Agency on a non-secure system (often a company website), so any resumes being used as part of this process need to be approved by PRB before use.

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(U) The PRB contacts your program manager/COTR in order to verify the sterility code of your contract. Depending on the  of your contract, some information in your resume may need to be treated differently than it would for an overt staff employee. Program managers/COTRs are not involved in the review process unless required for subject matter expertise.

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**(U) My staff colleague has approved content in his resume that has been redacted in mine. Why is this?**

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(U//~~FOUO~~) Due to contract status and [redacted] certain information is treated differently in contractor resumes versus staff resumes. [redacted]

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### ***Appeals***

**(U) Can I appeal the PRB's decision?**

(U//~~FOUO~~) If the PRB denies all or part of a proposed nonofficial publication, the author may submit additional material in support of publication and request reconsideration by the PRB. In the event the PRB denies the request for reconsideration, the author may appeal. PRB decisions involving nonofficial publications may be appealed to the EXDIR/CIA within 30 days of the decision.

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**(U) How does the appeal process work?**

(U//~~FOUO~~) For information on the appeals process, see section 2h of AR 13-10.

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### ***Review Criteria***

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**(U) Does my document need to be reviewed?**

(U) Please review the submission criteria. If you still have questions about whether or not you need to submit, the PRB staff is happy to help.

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**(U) My document doesn't appear to fit the criteria for prepublication review. Is there anything else I need to do?**

(U//~~FOUO~~) Yes. Even if your document does not need to be reviewed by the PRB, all non-official (personal) publications and presentations require an approved Form 879, or Outside Activities Request from the Office of Security.

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**(U) Can you declassify my document?**

(U) The PRB's function is to ensure all classified and inappropriate material is removed from all submissions before publication. We do not declassify documents. Note the distinction among the many different types of the Agency's review and release activities: declassification, sanitization, public release, and pre-publication review (see our post on this topic [here](#)). For more information about declassification, please contact IMS's Information Review & Release Group.

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**(U) Will PRB provide alternate language for redacted information?**

(U) The PRB will often provide alternate language if the changes required are minor, when possible. We cannot re-write your entire document for you. We will provide advice on how to overcome problematic material when we can identify viable solutions. In the extreme, however, when submitted materials are so filled with classified or inappropriate content, we will be required to issue a denial of the submission in full.

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**(U) I don't understand why the PRB made certain changes to my document. Can you explain?**

(U) PRB staff are always happy to discuss our changes with you. Please contact us if you need clarification about your review. Note that when corresponding over unclassified channels, the explanations we can provide are often limited.

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### ***Resumes***

**(U) Can you review my PAR or official training record?**

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(U//~~FOUO~~) No. PARs and agency training records are government documents. As such, the PRB does not have the authority to review & release them. Please do not copy & paste excerpts from PARs, MFRs, or training history directly into your documents (the text will be removed and will only delay the review process). In order to obtain a copy of your PAR or training records, please submit a Privacy Act Request via the instructions found [here](#). Under certain circumstances, such as the need to submit proof of continuing education for professional credentials, please contact the PRB for further guidance.

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**(U) How should I list my clearance?**

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**(U) I'm not sure how to write my resume with unclassified language. Can you help me?**

(U) Draft your resume to the best of your ability. A good place to start for ideas is the list of job descriptions found on [cia.gov](#). Refer to the [classification guide](#). The PRB will offer minor suggestions for alternate language when possible. We obviously cannot draft or re-write your resume for you. Please note that using unclassified language from the public website does not exempt your resume from prepublication review.

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**(U) I want to tailor my resume to different jobs. Can I have multiple versions approved?**

(U) For various reasons, the PRB approves only one version of a resume for each individual. If you wish to tailor your resume to multiple jobs, we recommend submitting a comprehensive document with all content you wish to use (please do not simply copy & paste multiple full versions of your resume into one document). Once approved, you are free to create multiple versions from the approved content by deleting, but not adding to the approved text.

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**(U) I have an online career profile (LinkedIn, Monster.com, etc.). Does PRB need to review this?**

(U) Yes. An online career profile is considered a resume and requires PRB review before publication.

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**(U) Can you approve my classified resume?**

(U) The PRB does not approve classified documents for release. You are free to use a classified resume internally or within the IC, as long as it stays on classified systems – classified documents you create that remain only on classified systems do not require PRB review.

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**(U) My CIA employment only makes up a small portion of my resume. Can I just submit the section with the relevant information about my CIA employment?**

(U) When submitting resumes, please send us the complete document, in the final form that you plan to use it. The PRB does not make changes to non-CIA information, but including this information greatly streamlines the review process by including the complete context of your work history. If making additions or modifications to a previous submission, please include the *entire* document with the relevant sections highlighted. This greatly reduces our administrative burden, as we process hundreds of cases each month.

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### ***Manuscript Material***

**(U) Can I use the CIA seal in my publication?**

(U//~~FOUO~~) The PRB does not provide permission for the use of the CIA official seal. All requests should be referred to OGC/ALD which will coordinate with the Office of Security and provide a response.

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